

PRESENTATION GUIDELINES

General:

- ❖ Establish purpose early
- ❖ Explain research importance
- ❖ Discuss each step of the scientific method: *hypothesis, procedure, data, results, conclusion, and references*
- ❖ Avoid using acronyms and jargon as it relates to a specific discipline
- ❖ Define technical terms

Poster: *graphical design used to convey information by the use of graphs, charts, tables, photographs and illustrations with minimal text for maximum audience impact.*

- ✚ Be creative!!!
- ✚ Poster format may be (1) a **large laminated format poster**, printed as a single large sheet 36 x 56" or (2) a **multiple panel poster**, poster boards should be no bigger than 36" x 48" (height) by (width)
- ✚ For readability avoid lengthy sections of formal text
- ✚ Significant points should be identifiable without intent reading
- ✚ Details requiring lengthy and complicated explanations should be omitted, such as data analyses, research methodologies and experimental procedures
- ✚ Detailed information should be relegated to verbal discussions
- ✚ Poster should be appropriately sectioned for logical organization of information (e.g. introduction, methods, results.....)
- ✚ Presentation should be designed to flow, create a roadmap showing how to proceed to the end from the beginning; should be distinguishable; numbers and arrows can be used as guides
- ✚ Poster should be simple and uncluttered, more visual than literary
- ✚ Do not include an abstract on a poster unless professional organization requirement (*limit to 50 words*)
- ✚ Avoid titles with colons
- ✚ All posters will be displayed for the duration of the symposium

Students selected to give an oral or poster presentation will be required to attend a special session or workshop in advance of the Research Symposium to prepare for a professional quality presentation.

- ✚ See the following for a more detailed discussion on how to construct an effective poster, specific design programs, general information and additional resources:
 - [Undergraduate Research Symposium Guidelines](#)
 - [How to Make a Great Poster](#)
 - [Poster Design](#)
 - [Poster Basics](#)
 - [Official Symposium Guidelines](#)
 - [Advice](#) on designing scientific posters

Oral: *presentation of completed or in-process research not a review of the work of others*

- ✚ Preparation is the key
- ✚ Practice! Practice! Practice!
- ✚ Keep talk simple
- ✚ Never read a presentation
- ✚ Address audience by speaking conversationally
- ✚ Move and gesture naturally
- ✚ Avoid exaggerated movements and pacing
- ✚ Do not look at the podium or screen, look at the audience
- ✚ Unless it is absolutely necessary, avoid detailed historical perspectives, research methodologies and data analyses of research
- ✚ Visuals should be large enough to be seen at the back of the room
- ✚ Visuals should be simple, neat and clearly labeled
- ✚ Photocopied items from other works do not reproduce well and are usually too small to be view by the entire audience
- ✚ Gimmicky effects and busy backgrounds in PowerPoint or conventional photographic presentations are distracting and should be avoided
- ✚ **Slide and digital imaging suggestions:**
 - Use light lettering with a darker-background
 - Use solid colors, avoid using patterns
 - Pastels are usually better when using color shading than primary colors
 - Use sufficient contrast to distinguish the various art work elements, extreme or vibrant contrast should be avoid because of possible harshness to the eyes
- ✚ **Text slide suggestions:**

- Use large font sizes (14-18 points) for font slides
 - Use a clean and sharp font style
 - Avoid embossed text, outlines and dark shadows
 - Outline or bullet main points, be brief and to the point
 - Do not use too many slides (*1 slide per minute is a rough rule of thumb*)
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- ✚ Oral presentations will be 15 minutes in length (10 minutes for presentation with 3-5 minutes for questions and answers)
 - ✚ Presenters should submit any digital presentation materials on USB stick and/or CD/DVD the day before the scheduled session to transfer the presentation
 - ✚ Recommend that presenters bring a backup of digital presentation materials on a backup CD/DVD (*sometimes USB drives do not work well*)
 - ✚ Make sure files and images load quickly when using a Computer (*e.g. PowerPoint*)
 - ✚ See the following for a more detailed discussion on giving effective oral presentations:
 - ✧ [Leslie Meek's and Pete Wyckoff's Talk Tips](#)
 - ✧ [How to Give an Oral Presentation](#)

Visual Arts:

- ❖ Visual Arts Presentations
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